

## Task Statements

1.	Assists administrators in determining future facility requirements to meet the programmatic needs of the Department utilizing State Administrative Manual (SAM), design criteria guidelines, California Building Code (CBC), space standards, population projections, and consultant studies as program needs dictate.
2.	Assists administrators in programming facility renovations to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as program needs dictate.
3.	Assists administrators in planning facility renovations to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as program needs dictate.
4.	Assists administrators in programming additional facilities to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as program needs dictate.
5.	Assists administrators in planning additional facilities to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as program needs dictate.
6.	Assists administrators in planning the Departmental Preventative Maintenance Program to meet the programmatic needs of the Department utilizing design criteria guidelines, industry best practices, space standards, population projections, and consultant studies as program needs dictate.
7.	Assists administrators in implementing the Departmental Preventative Maintenance Program to meet the programmatic needs of the Department utilizing design criteria guidelines, industry best practices, space standards, population projections, and consultant studies as program needs dictate.
8.	Assists administrators in identifying energy conservation measures and projects to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as program needs dictate.
9.	Assists administrators in development of energy conservation measures and projects to meet the programmatic needs of the Department projects utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as program needs dictate.
10.	Assists administrators on repair projects to existing facilities to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as program needs dictate.
11.	Assists administrators in determining project scope to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, consultant studies, and institutional staff as needed.
12.	Assists in the development of the Capital Outlay Program on an institutional basis, to establish priorities in relation to cost and urgency of projects and assist in the development of the Five Year Infrastructure Plan, utilizing SAM and management input, on a continuous basis.

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13.	Assists in the development of the Special Repair Program on an institutional basis, to establish priorities in relation to cost and urgency of projects and assist in the development of the Five Year Infrastructure Plan, utilizing SAM and management input, on a continuous basis.
14.	Assists administrators in the selection of resources (e.g., Office of the State Architect, Department of General Services (DGS) Project Management Branch, outside consultants, etc.) to perform preliminary estimates of projects utilizing working knowledge of the institution and work schedules, on a continuous basis.
15.	Represents the Department in meetings/hearings with Department of Finance, Public Works Board, DGS, the Legislature, courts, etc. to provide information, utilizing SAM, designers, estimators, working knowledge, interpersonal skills, Capital Outlay Budget Concept Statement (COBCS), Capital Outlay Budget Change Proposal (COBCP), construction status, etc. as needed.
16.	Represents the Department in meetings/hearings with Department of Finance, Public Works Board, DGS, the Legislature, courts, etc. to gain various approvals (e.g. funding for Capitol Outlay Program, design and construction phase, augmentation, etc.), utilizing SAM, designers, estimators, working knowledge, interpersonal skills, COBCS, COBCP, construction status, etc. as needed.
17.	Conducts field inspections of projects to monitor construction status utilizing SAM, approved design, contract documents, design criteria guidelines, CBC, and space standards as needed.
18.	Conducts field inspections of projects to ensure compliance with Legislatively approved project scope, utilizing supplemental report language as needed.
19.	Conducts field inspections of projects to identify, negotiate, and approve change orders utilizing SAM, approved contract documents, design criteria guidelines, CBC, and space standards as needed.
20.	Assists with final inspection and acceptance of projects utilizing SAM, designers, estimators, working knowledge, interpersonal skills, COBCS, COBCP, construction status, etc. as needed.
21.	Assists in the preparation of COBCS based on facility requirements to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as needed.
22.	Assists in the preparation of COBCP based on facility requirements to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, and consultant studies as needed.
23.	Assists in preparation and the continuous updating of the Department's Five Year Infrastructure Plan based on facility requirements to meet the programmatic needs of the Department utilizing SAM, design criteria guidelines, CBC, space standards, population projections, COBCP, and consultant studies on an annual basis.
24.	Prepares project status reports for management review and approval to meet mandated reporting requirements utilizing visual inspection of the project site, approved design, contract documents, design criteria guidelines, CBC, and space standards as required.

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25.	Assists in the preparation of project funding requirements and the transfer of funds to secure Capital Outlay project funding utilizing the Governor's budget, SAM, and Departmental policies and procedures as needed.
26.	Assists in the preparation of the Project Management Plan for each project to ensure compliance with Legislatively approved project scope, schedule, budget utilizing Departmental templates and supplemental report language as needed.
27.	Assists in the preparation of consultant and/or construction contracts to facilitate planning, design and construction of Departmental Capital Outlay and special repair projects utilizing SAM, State Contracting Manual, Departmental templates, design criteria guidelines, CBC, space standards, approved project scope, and consultant studies as needed.
28.	Assists in establishing funding allocations to provide funds for repair projects utilizing Departmental programmatic priorities, management and staff input, SAM, policies, procedures, and budget estimates as needed.
29.	Monitors expenditures to ensure project costs are kept within budget allocation utilizing Business Information System (BIS), project status reports, and expenditure reports on a continuous basis.
30.	Reports project expenditures to management to ensure project costs are kept within budget allocation utilizing Departmental reporting templates (monthly/quarterly reports), BIS, project status reports, and expenditure reports on a continuous basis.
31.	Provides assistance to utility companies, institution staff, and private parties in matters relating to leases, contracts, right-of-way agreements, estimates, etc. to ensure new and continued utility services to Departmental facilities utilizing working knowledge of facility utility requirements, State Contract Manual, and SAM as needed.
32.	Provides technical advice to institution maintenance personnel to ensure facilities are properly maintained and operated utilizing trades staff, consultant studies, project specifications, maintenance requirements, and Departmental policy and procedure as needed.
33.	Supervises staff in activities relating to major and minor construction, special repair and preventative maintenance programs, and non-scheduled maintenance to ensure compliance with SAM, Five Year Infrastructure Plan, Departmental programs, priorities and policy utilizing Statewide Automated Preventative Maintenance System (SAPMS) and consultant reports on a daily basis.
34.	Coordinates activities with stakeholders (Departmental or private sector) relating to major and minor construction, special repair and preventative maintenance programs, and non-scheduled maintenance to minimize disruption to institution programs and operations utilizing project management plans, project scope, schedule, and budget as required.
35.	Coordinates activities of consultants relating to major and minor construction, special repair and preventative maintenance programs, and non-scheduled maintenance to ensure successful completion of the project and minimize disruption to institution programs and operations utilizing project management plans, project scope, schedule, and budget as required.

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| 36. | Coordinates activities of construction and repair contractors relating to major and minor construction, special repair and preventative maintenance programs, and non-scheduled maintenance to ensure successful completion of the project and minimize disruption to institution programs and operations utilizing project management plans, project scope, schedule, and budget as required. |
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